

STATE OF WISCONSIN
Department of Health Services
Division of Mental Health and Substance Abuse Services

Date: June 15, 2012
Memo Series DMHSAS 2012-04 Action
This replaces DMHSAS Memo 2011-04

RE: Substance Abuse Prevention and Treatment Block Grant Report

To: DMHSAS Listserv

For: Area Administrators / Human Services Area Coordinators
Bureau Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Program Office Directors / Section Chiefs
Tribal Chairpersons / Human Services Facilitators

From: Linda A. Harris, Administrator
Division of Mental Health and Substance Abuse Services

Subject: 2011 Substance Abuse Prevention and Treatment Block Grant Report

Document Summary

The Federal Substance Abuse Prevention and Treatment Block Grant (SAPTBG) application requires the Department to describe the purpose of grant fund expenditures and provide a description of activities provided by sub-recipients. The requirements are in accordance with Wis. Stats s. 51.42(3)(ar) 15. This report is due **August 10, 2012**.

Instructions

This memo provides instructions for the completion of the SAPTBG Annual Report for 2011. The annual report consists of three separate DHS Forms: [F22567](#) Substance Abuse Prevention and Treatment Block Grant (SAPTBG) Annual Report 2011; [F22567a](#) Substance Abuse Prevention and Treatment Block Grant Annual Expenditure Report; and, [F21199](#) County Agency Treatment Report – 2011.

These fillable forms comprise the SAPTBG Annual Report for the period January 2011 through December 2011 and are due August 10, 2012. They can be downloaded using the links in this memo. Please complete DHS Form [F22567a](#) and DHS Form [F21199](#) in their entirety and Sections I – VI of DHS Form [F22567](#). When complete, submit them to the central office contact listed at the end of this memo.

Section I: SAPTBG Monitoring Checklist

This checklist outlines SAPTBG funds use requirements. It also identifies restricted use guidelines and the federal requirement for first priority of services to pregnant women as well as vendor/sub-contractor compliance. Counties should develop a policy to ensure that all vendors/sub-contractors comply with all of the requirements within the checklist when contracting for services.

Section II: Substance Abuse Prevention and Treatment Service Reporting

The County and/or vendors/sub-contractors receiving SAPTBG funds for the provision of substance abuse prevention, intervention or treatment services shall report and use data on federally required National Outcome Measures (NOMS) in accordance with guidelines provided through the Human Services Reporting System (HSRS) and/or the Substance Abuse Prevention-Services Information System (SAP-SIS). NOMS reporting is required in order to receive the full allocation of the SAPTBG. All agencies receiving SAPTBG funds through this contract are required to have in place the mechanisms to

report timely, accurate, and complete NOMS data. If the State should receive a reduction in the SAPTBG allocation due to failure to report NOMS, contract agencies that have not met the NOMS reporting requirements may be subject to a funding reduction and required to refund part of payments already made.

A web-based substance abuse prevention services reporting system was deployed in March 2008. All organizations and agencies that provide substance abuse prevention services through the use of SAPTBG funds are required to report fiscal, program, individual and population data using SAP-SIS. Collection of these data and expenditures is required to meet SAPTBG and NOMS reporting requirements. This system has taken the place of previous paper and pencil prevention reports submitted by provider agencies. Data entry is required for each calendar year that SAPTBG funds were used for the delivery of substance abuse prevention services.

Information on the HSRs Reporting System can be found on the DHS webpage, Human Services Reporting System ([HSRS](#)). Instructions for entering data into SAP-SIS can be found in the Users Manual located on the DHS webpage, Substance Abuse Prevention Services Information System ([SAP-SIS](#)).

Section III: Charitable Choice

The State must comply with 42 U.S.C. 300x-65 and 42 C.F.R. 54.8(c) (4) and 54.8(b), Charitable Choice Provisions and Regulations. Charitable Choice statutory provisions ensure that religious organizations are able to equally compete for federal substance abuse funding administered by SAMHSA, without impairing the religious character of such organizations and without diminishing the religious freedom of SAMHSA beneficiaries. Charitable Choice statutory provisions of the Public Health Service Act enacted by Congress in 2000 are applicable to the SAPTBG program. No funds provided directly from SAMHSA or the relevant state or local government to organizations participating in applicable programs may be expended for inherently religious activities, such as worship, religious instruction, or proselytization. If an organization conducts such activities, it must offer them separately, in time or location, from the programs or services for which it receives funds directly from SAMHSA or the relevant state or local government under any applicable program, and participation must be voluntary for the program beneficiaries.

The term “alternative services” means services determined by the State to be accessible and comparable and provided within a reasonable period of time from another substance abuse provider (alternative provider) to which the program beneficiary (services recipient) has no religious objection. This reported information is used to ensure compliance with this requirement. Indicate whether or not the county referred block grant recipients to alternative services.

Section IV: SAPTBG Annual Expenditure Report 2011

This section of the annual report is now a separate, fillable Excel spreadsheet, DHS Form [F22567a](#), and allows for expenditure reporting. Calculations are automatic. The total county expenditures reported on DHS Form [F22567a](#) should equal only the 570 appropriation amount. It is required that the total amount reflected in the “Total Provider Expenditures” column equals the total amount of your 570 appropriation. This information can be found on the Division of Enterprise Services (DES) web page: State and County Contract for Social Services, Community Programs, and Income Maintenance [2011archive](#). Under the heading “DHS Allocations,” open the Excel spreadsheet entitled “2011 Department of Health Services [Final Allocation Spreadsheet](#).”

Section V: Certification

This assurance verifies that fiscal and program information is in agreement with what is reported in the Community Aids Reporting System (CARS). Information provided is used both for federal and state reviews of expenditures and activities. We request that the Director or Authorized Certifying Official sign and submit the report to the central office contact to verify reported expenditures and activities.

Section VI: County Agency Treatment Report - 2011

This form, [F21199](#), meets the SAPTBG requirements for service needs, waiting list, and cost data. Instructions for completion are included as part of the form. Data reported on the form should cover substance abuse clients and expenditures that would typically be reported in [HSRS](#) or on DHS Form

[F0942](#): Total Expenses all Sources by Target Group and Standard Program Cluster, for the period calendar year 2011.

Thank you for providing this important information to us.

Action Statement:

The annual report for the period January - December 2011 is due no later than **August 10, 2012** to the central office contact.

For additional information and questions regarding this memo:

Regional Office Contact:

Area Administrators

Central Office Contact:

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